

Handout 3-6: Training Job Aid

Training Options	
Training Type	Appropriate for Providing . . .
Classroom	A knowledge base on new or revised processes and/or procedures. The skills needed to perform tasks that would be done manually (e.g., analyzing information from documents provided) or with equipment contained in the classroom (e.g., computers, telephones) or on the job.
Independent Study	Knowledge acquisition at a pace that is comfortable for the participant. An opportunity to learn and apply knowledge and skills (e.g., through a tutorial) in a self-paced environment.
On-the-Job Training	An opportunity to learn and perform tasks in a real-life environment with the supervision of an expert performer. (A related form of training is the practicum , which is designed to give the learner supervised practical application of a previously or concurrently studied theory. Another option, shadowing , allows the learner to observe an expert performer on the job.)
Briefings	New information, usually at a high level, presented to all persons who have a need to know or use the information. Briefings are often provided to large groups and include a question-and-answer session.
Seminars	Opportunities for small numbers of job performers to discuss specific topics, usually with the advice of an expert performer. Seminars usually involve new policies, procedures, or solutions to problems being presented to the group.
Workshops	Opportunities for small numbers of job performers to discuss issues and apply knowledge and skills to solving problems or producing a product. Workshops are generally highly structured, and their outputs are usually a product that meets specified criteria (e.g., a list of assumptions that will be used as a basis for developing the emergency operations plan).
Job Aids	Quick references that are intended to be used on the job. Common job aids include checklists, worksheets, standard operating procedures, reference guides, etc.

Note: These training options may include various methods of getting the information across to the participants, such as presentation, interactive activities, demonstration, discussion, applied practice, and question-and-answer sessions.